

Google Workspace Setup Worksheet



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Setting Up Google Workspace Worksheet

There is a lot of new apps and processes that can be overwhelming when setting up your Google Workspace for Business. Use this worksheet to help you prepare for what you need to do and what you want to use.

Setting up Google Workspace

Which level of workspace do you need? Will it be for individual, business, education, or something else?

What fee structure is best for your business?

- Individual
- Starter
- Standard
- Plus

What apps are included that I must have?

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What apps are optional:

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Are there add-ons that will help me be more productive/creative/organized?

_____	_____
_____	_____
_____	_____
_____	_____

How many members will need access? _____

Setting Up Projects

Do I need to use Google Chat, Gmail or Meet for my group meeting? _____

Who needs to be included?

_____	_____
_____	_____
_____	_____

Who will be responsible for setting up Calendar and invites? Keeping emails up to date?

Person

Responsibility

_____	_____
_____	_____
_____	_____

Do I need a team website using Sites? If so, who will be on that team?

Person

Responsibility

_____	_____
_____	_____
_____	_____

Managing Email

What folders and labels do I need for my emails?

Where will I set up email and calendar invites?

What will be my Groups email list name?

Which contacts should I add to specific groups?

Productivity

How will I use tasks? Will I connect it to specific apps? What needs to go into my to-do lists in Keep and Tasks?

What hashtags and labels need to go on my Keep notes?

What files do I need to upload to Google Drive? What sharing settings will I need to set up for files and folders?

How will I share Google Docs, Sheets and Slides? Will these be added to my Keep lists?



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Recommend Resource:

[The Inner Profit Circle](#) – the best coaching and tools to build your own business and make money online. Check it out today!